

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM GC 06-08

September 18, 2006

To: All Division Heads, Regional Directors, Officers-in-Charge,
and Resident Officers

From: Ronald Meisburg, General Counsel

Subject: Mentoring Program Surveys

On March 9, 2006, Memorandum GC 06-03 launched the Mentoring Program for all General Counsel Divisions and Offices. Your implementation of this program is essential for its success and your participation is greatly appreciated. To measure the continued success of the program, the Management Diversity Committee annually canvasses the managers responsible for implementing the pilot program, as well as the participants. The results of these surveys will be analyzed so that we can evaluate the progress of the program and consider whether changes or adjustments to the program are warranted.

You are requested to provide a completed management survey to Yvette C. Hatfield, Deputy Assistant General Counsel, Division of Operations-Management by Friday, October 6, 2006. In addition, please forward a copy of the voluntary participant survey to each employee who participated in the mentoring program during FY 2006. While the management survey is required, all mentees' participation is voluntary.

Thank you again for your cooperation with this important initiative.

/s/
R.M.

Attachments
cc: NLRBU
NLRBPA

MEMORANDUM GC 06-08

**FY 2006 Management Survey Questionnaire
For Mentoring Program**

To: All Division Heads, Regional Directors, Officers-in-Charge,
and Resident Officers

GC Memo 06-03 (issued March 9, 2006) directed the continuation of the "Mentoring Program and Best Practices Guide" in all of the General Counsel's Divisional and Regional Offices. Please complete this questionnaire survey regarding the experience of your office with this program and return the survey to Yvette Hatfield, Deputy Assistant General Counsel by e-mail or fax no later than October 6, 2006. Thank you in advance for your cooperation.

Office/Region _____

1. How many employees participated in the Mentoring Program as a mentee?

- a. Professional Employees _____
- b. Support Staff Employees _____

2. How many employees participated in the Mentoring Program as a mentor?

- a. Professional Employees _____
- b. Support Staff Employees _____

3. Under the program, all new employees are to be provided mentors.
If a new employee was not provided a mentor, please explain.

4. Did your office have difficulty in finding a sufficient number of employees to serve as mentors? ____ If yes, please explain.

5. How were mentors selected?

- a. Volunteer _____
- b. Selected by management _____
- c. Other _____

6. The mentor/mentee relationship is scheduled to last for a minimum of 6 months. Were any pairings changed during this period? _____
If so, please explain why? _____

7. Did any employee serve as a mentor to more than one person? _____
If yes, was the mentoring assignment to more than one person served simultaneously or staggered? (i.e. did the mentor assist two or more employees at the same time?) _____

Please explain _____

8. What changes in the program, if any, were implemented during this year?

Why were the changes implemented? _____

Were these changes successful? Please explain.

9. How is the Mentoring Program monitored/managed in your Region/Office (i.e., by committee, an individual manager, etc.)? _____

10. Based on your assessment of your Office's/Region's Mentoring Program during this fiscal year, what changes, if any, were made/will be made to the program?

11. Have you seen or are you seeing any difference in the integration of new employees into your Office/Region since implementing the Mentoring Program? ____ If yes, what differences have you noted?

12. Did your Office/Region utilize the Best Practices? ____ Please explain.

12. Do you have any recommendations regarding the Mentoring Program overall?

**Voluntary Survey Questionnaire
For the General Counsel's Mentoring Program**

Thank you for your participation in the General Counsel's Mentoring Program. To assist the General Counsel in assessing the program, you are invited to complete this survey as to your experience as a mentee in the program. Your completion of this survey is voluntary. You need not identify your name, title, grade or Office/Region unless you choose to do so. Your responses will be kept confidential. Please return the completed survey no later than October 6, 2006 to Deputy Assistant General Counsel Yvette Hatfield, Division of Operations-Management, by inter-office mail, e-mail, or fax on 202-273-4274. Thank you for your cooperation.

Office/Region _____

Name _____

1. If you were a mentee:

a. How soon after you entered into your new office/position was a mentor provided?

b. How long did you participate in the program? _____

c. Did you request a change in mentor assignment?

d. If so, how were your requests handled?

e. Were you satisfied/not satisfied with the program?

f. What changes would you recommend?

g. What feedback, if any, did you provide to management?

2. One of the purposes of this survey is to better understand the experiences of employees when they enter a new Agency work setting. We would also like to know if there are things

that the Agency could do better to address the needs of certain populations. To assist us in this effort, we would like to know how you as a mentee identify yourself in terms of various descriptive characteristics. Some examples of descriptive characteristics are:

- Are you a Professional or Support Staff member?

- How would you describe your race (including bi-racial/multi-racial)?

- How would you identify your national origin?

- What is your ethnicity?

- What is your gender?

- Are you an experienced worker?

- Are you alter-abled?

- Do you need a workplace accommodation?

- Are there other characteristics that you use to describe yourself?

You may answer all of these questions, some of them, or none at all. Answering these questions is strictly voluntary. Please be assured that if you do provide information, it will be used only to assist the Agency in improving its efforts to recruit and retain a diverse workforce. The information will not be disclosed for any other purpose. As stated in the introduction, you may respond anonymously to this survey.

- Do you have any further comments about the mentoring program?

